

AUDITOR I
DEPARTMENT OF REAL ESTATE
OPEN

CONTINUOUS FILING
California State Government – An Equal Opportunity Employer



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CONTINUOUS TESTING - NO APPLICATION DEADLINE

Testing is considered continuous as dates can be set at any time. The Department of Real Estate (DRE) will accept applications continuously and will notify and test applicants as needs warrant. Applications (Std. 678, Rev 12/2001) are available at DRE offices, or may be obtained at: www.spb.ca.gov. Applications may be filed by mail or in person, and are not accepted electronically.

FILING STATUS

Applications will be accepted and processed on a continuous basis and will not be accepted on a promotional basis.

WHERE TO APPLY Department of Real Estate
2201 Broadway Attention: Personnel (MC)
P.O. Box 187000
Sacramento, CA 95818-7000

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination”. You will be contacted to make special arrangements.

EXAMINATION DATES

Qualification Appraisal Interviews will be scheduled as conditions warrant.

SALARY RANGE: \$2902 - 3529

NOTE: A recruitment incentive provides that the starting salary for individuals appointed to the class of Auditor I will be \$3048

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the Qualification Appraisal Interview date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

When submitting the application, please provide a copy of your diploma or transcripts showing completion of the required course work.

Either I

Education: Equivalent to graduation from college (4 year-bachelor’s degree), with specialization in accounting. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Or II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

Or III

Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting; and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Special Personal Requirements: Ability to qualify for a fidelity bond, willingness to travel, and work away from main office.

EXAMINATION INFORMATION

NOTE: A candidate may be interviewed only once during any testing period:
January 1 - June 30; July 1 - December 31.

This examination will consist of a Qualifications Appraisal Interview weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

THE POSITION

An Auditor I works under supervision to perform the less difficult technical auditing work relating to records of individuals, business firms or government agencies subject to state taxation or regulations, and to do other related work. This class is a recruiting, training, and working level class for persons interested in a career as a professional auditor in state service. An auditor receives on-the-job instruction and performs work that will provide practical experience in the application of auditing principles.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

LOCATION OF POSITIONS

Positions exist in Sacramento, Oakland, Fresno, Los Angeles, and San Diego.

QUALIFICATIONS APPRAISAL INTERVIEW- Weighted 100.00%

Scope:

A. Knowledge of:

- 1. General accounting and auditing principles and procedures.
- 2. Business Law.

B. Ability to:

- 1. Apply general accounting and auditing principles and procedures.
- 2. Conduct the less difficult audits or financial examination of accounts and records.
- 3. Meet with and obtain the cooperation of individuals or representatives of organizations subject to tax or regulations.
- 4. Create good will and maintain it in the initiation and completion of an audit and the disclosure of findings critical in nature, or indicating additional tax liability.
- 5. Analyze data and draw sound conclusions.
- 6. Analyze situations accurately and adopt an effective course of action.
- 7. Prepare clear, complete and concise reports.
- 8. Speak and write effectively.

CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE ELIMINATED FROM THE EXAMINATION

ELIGIBLE LIST INFORMATION

A departmental open list will be established for the Department of Real Estate. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERAN PREFERENCE CREDITS are granted and will be added to the final score of successful competitors who have qualified and requested these points.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Only individuals lawfully authorized to work in the United States will be hired.

GENERAL INFORMATION

The Department of Real Estate reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate’s responsibility to contact the Department of Real Estate’s Personnel Office (916) 227-0802 four weeks after submitting an application if he/she has not received a progress notice.

If a candidate’s notice of written test or oral interview fails to reach him/her prior to the day of the written examination or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std. 678, Rev. 12/2001) is accessible via the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Department of Real Estate – 2201 Broadway, P. O. Box 187000, Sacramento, CA 95818-7000

Testing Information - (916) 227-0802

California Relay Telephone Service for the Deaf or Hearing Impaired:

From TDD phones: 1-800-735-2929

From Voice phones: 1-800-735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.

